



*Training Course:
Contract Management*

*9 - 13 December 2024
Geneva (Switzerland)*

Training Course: Contract Management

Training Course code: PC234980 From: 9 - 13 December 2024 Venue: Geneva (Switzerland) - Training Course Fees: 5250 € Euro

Introduction

- Define contract management and its role in business operations
- Discuss the types of contracts used in business
- Review the benefits and challenges of effective contract management
- Explain how to implement a successful contract management strategy

Objectives

By the end of the training program, participants will be able to:

- Understand the concept and benefits of contract management
- Identify and evaluate relevant contractual factors
- Develop and implement a contract management strategy
- Analyze and interpret contractual terms to inform business decisions
- Communicate findings and recommendations to stakeholders

Target audience

This training program is designed for contract managers, procurement professionals, legal counsel, project managers, and anyone involved in contract negotiation and management.

Outlines of Contract Management

Day 1

Introduction to Contract Management

- Understanding contract management: definition and types
- Identifying relevant contractual factors
- Mapping your organization's contract landscape

Day 2

Contract Negotiation and Drafting

- Best practices for effective contract negotiation
- Drafting effective contract language and clauses
- Understanding and mitigating legal risks

Day 3

Contract Execution and Performance Monitoring

- Ensuring compliance with contract terms and conditions
- Managing contract modifications and change orders
- Implementing effective contract performance metrics and monitoring

Day 4

Contract Administration and Termination

- Ensuring effective contract administration
- Managing contract closeout and termination
- Identifying and mitigating contract disputes and conflicts

Day 5

Case Studies and Wrap-up

- Reviewing real-world examples of successful contract management strategies
- Discussing lessons learned and best practices
- Q&A and course evaluation

Registration form on the Training Course: Contract Management

Training Course code: PC234980 From: 9 - 13 December 2024 Venue: Geneva (Switzerland) - Training Course
Fees: 5250 € Euro

Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

Delegate Information

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Company Information

Company Name:
Address:
City / Country:

Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng):
Position:
Telephone / Mobile:
Personal E-Mail:
Official E-Mail:

Payment Method

- ☐ Please find enclosed a cheque made payable to Global Horizon
- ☐ Please invoice me
- ☐ Please invoice my company

Easy Ways To Register

Telephone:
+201095004484 to
provisionally reserve your
place.

Fax your completed
registration
form to: +20233379764

E-mail to us :
info@gh4t.com
or training@gh4t.com

Complete & return the
booking form with cheque
to: Global Horizon
3 Oudai street, Aldouki,
Giza, Giza Governorate,
Egypt.